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## Policy Memorandum

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Policy Memorandum No. 2010-01

**Date:** April XX, 2010

**To:** CCDA Commission Members

**Subject:** Meeting Protocols at CCDA and Committee Meetings

At its February 2, 2010, and April 23, 2010 meetings the California Commission on Disability Access (CCDA) established policy regarding protocols for conducting commission and committee meetings to include facilitation aids, speaking to agenda items, and providing accessibility accommodation.

The goal of the CCDA in this respect is to ensure that the commission and committee meetings are conducted in an efficient business like manner, ensuring that all persons attending are provided an equal opportunity to participate.

This policy provides for the following:

### Facilitation Aids

- Robert's Rules of Order will be followed.
- Raise hand or otherwise indicate a desire to be heard and wait to be recognized by the chairperson or facilitator.
- Commissioners and committee members are provided ten (10) minutes to be heard.
- The General Public is provided three (3) to five (5) minutes to be heard; if a spokesperson for a group of persons is to be heard, that person may be allowed additional time at the discretion of the chairperson or facilitator.

### Agenda

- The General Public is to speak at the beginning and the end of the meeting on items not on the agenda.
- The General Public may speak after each agenda item.

## **Accessibility**

### Commission Meetings:

- All meetings will have teleconference for General Public participation
- All meetings will have captioning
- All meetings will be webcast
- All meetings will have some copies of documents being discussed during the meeting in large print (18 point) and in Braille.
- Agenda and other documents will be provided on-line in PDF and MS Word
- All meetings will be wheelchair accessible
- All meetings will have access to public transit
- All meetings will have available adequate public parking
- Proposed – Requests for accommodation are to be made to the CCDA no later than 10-days prior to the meeting
- Proposed – Technical difficulties with equipment experienced prior to or during the meeting preventing or inhibiting accessibility accommodation is not cause for not having or terminating the scheduled meeting.
- Upon request:
  - Documents available to the public in Braille
  - Sign language interpreters
  - Any other accommodation needed by an individual

### Committee Meetings:

- All meetings will have teleconference for General Public participation
- All meetings will have captioning
- All meetings will have some copies of documents being discussed during the meeting in large print (18 point)
- Agenda and other documents will be provided on-line in PDF and MS Word
- All meetings will be wheelchair accessible
- All meetings will have access to public transit
- Proposed – Requests for accommodation are to be made to the CCDA no later than 10-days prior to the meeting

- *Proposed – Technical difficulties with equipment experienced prior to or during the meeting preventing or inhibiting accessibility accommodation is not cause for not having or terminating the scheduled meeting.*

Upon request:

- Documents available to the public in Braille
- Sign language interpreters
- Any other accommodation needed by an individual